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Bulletin No. 97-7

P-2520

P-2520 Recertifications

A. Applications (273.14a)

On the morning of the sixth working day of the month prior to the month of closure, the computer prints a DSW 202RL (Reminder Letter) to all heads of households whose certification ends on the last day of the next month. (Cases with one- and two-month certification periods already have reapplication instructions sent to them on their notice of eligibility.)

The computer letters are printed in the district office for mailing. Mail the recipient a DSW 201 (Application) and DSW 202 (Statement of Need) with the letter.

If a recipient does not provide all the requested verification, or does not respond to the reminder letter, send a DSW 202RL2 (Verification Review Letter). Enter the response deadline of no later than the 15th of the last month of certification. Failure to respond to the DSW 202RL2, coupled with failure to contact the district office to indicate any problem securing verification, is considered failure to cooperate. Document on CATN that the client did not respond or contact you by the indicated date. The recipient household is responsible for rescheduling any missed interview. Send a denial notice if there had been a response to the DSW 202RL (a reapplication). If there was no response to both the DSW 202RL and DSW 202RL2, no action is necessary. The DSW 202RL is a closure notice, and the case is closed at the end of the certification period.

If the recipient files a timely reapplication, does not appear for an interview or fails to verify required information by the deadline on the DSW 202RL2, but does complete all necessary actions by the end of the certification period, benefits must be provided within 30 calendar days after the date the application was filed. If the recipient qualifies for expedited service (P-2510 G #2), do not issue benefits sooner than the first day of the month for which they are intended.

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P-2520

Recertifications (Continued)

A. Applications (Continued)

Recipients who do not submit the application for recertification until after the 15th of the last month of certification:

1. lose the right to uninterrupted benefits.
2. **will have the application for recertification treated as an application for initial certification.** If the application for recertification is received within 30 days after the certification period expired, previously verified income and actual utility expenses need not be verified if the source has not changed and the amount has not changed by more than \$25.
3. will, if eligible, be provided an opportunity to participate within 30 calendar days after the application is filed.
4. receive a prorated month's benefit, if they are eligible and the application is received in the month after the certification period has expired.

If the household meets the criteria for expedited service, issue a district check the day of application, if possible (see P-2510 G#2), but no later than the next working day after the date of application. Do not, however, issue a check sooner than the first day of the month for which the benefits are intended. Follow expedited service regulations at 273.2i regarding application processing, interview, and verification requirements.

Look at the previous application to identify any inconsistencies between the old one and the current one. If a recipient previously had resources close to the limit and now shows none, for example, question this discrepancy.

B. Forms

The same forms are used for recertifications as for new applications (see P-2510 B), with the exception of the DSW 202V and DSW 202V2 being replaced by the DSW 202RL (Reminder Letter) and DSW 202RL2 (Verification Review Letter).

C. Interview

The interview process for recertifications is the same as for new applications (P-2510 C).